



Archdiocese of Los Angeles

APPLICATION FORM

The Archdiocese recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, pregnancy, veteran status or political affiliation. The Archdiocese reserves the right to be the sole judge of merit, competence and qualifications and can favor Catholic applicants and co-workers in all employment decisions.

- New Applicant
 Transfer within Archdiocese
 Rehire within Archdiocese

Please Print or Type

PERSONAL DATA	Last Name		First	Middle	Date
	Street Address				Home Phone
	City, State, Zip Code				Business/Message Phone
	Position Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Regular <input type="checkbox"/> Temporary				Social Security Number
	Date Available	Salary Desired	Will you work overtime? <input type="checkbox"/> No <input type="checkbox"/> Yes		How did you learn of this opening?
	Have you ever been employed by the Archdiocese? If "yes" state when and where: <input type="checkbox"/> No <input type="checkbox"/> Yes				
	Is there any reason why you would be unable to perform any of the duties of the position for which you applied? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes" please explain:				
	If you are not a U.S. Citizen, have you the legal right to remain permanently in the U.S.? <input type="checkbox"/> No <input type="checkbox"/> Yes Visa number:				
	Have you ever been convicted of a crime other than traffic infractions? <input type="checkbox"/> No <input type="checkbox"/> Yes If "yes" please explain (Note: Conviction is not an automatic bar to employment. Each case will be considered on its own merits):				

OFFICIAL USE ONLY

EDUCATION & SKILLS	Type	Name & Location of School		No. Yrs.	Major	Degree/Date
	High School					
	College					
	Graduate School					
	Professional Trade School or other					
	Skills Typing WPM	Shorthand WPM _____	10-Key _____	Machines Operated:		
	Other training skills including bilingual ability:					

DATE

U.S. MILITARY SERVICE						
Dates From:	To:	Service Branch	Initial Rank	Final Rank	Specialty	

OFFICIAL USE ONLY:

Interviewed by: _____ Date: _____ Referred to: _____

Hired: _____ Position: _____ Salary: _____ Starting Date: _____

Special remarks: _____

032010

Please give accurate, complete full-time and part-time employment information. Complete all areas even if a resume is included with your application. Start with present or most recent employer.

Are you employed at present? No Yes

EMPLOYMENT INFORMATION

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor	Salary _____ Full Time <input type="checkbox"/> Start _____ Last _____ Part Time <input type="checkbox"/>
Describe Your Duties & Responsibilities	Reason for Leaving _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor	Salary _____ Full Time <input type="checkbox"/> Start _____ Last _____ Part Time <input type="checkbox"/>
Describe Your Duties & Responsibilities	Reason for Leaving _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor	Salary _____ Full Time <input type="checkbox"/> Start _____ Last _____ Part Time <input type="checkbox"/>
Describe Your Duties & Responsibilities	Reason for Leaving _____

Company Name	Employed (State Month & Year) From _____ To _____
Address	Telephone _____
Position/Title _____ Supervisor	Salary _____ Full Time <input type="checkbox"/> Start _____ Last _____ Part Time <input type="checkbox"/>
Describe Your Duties & Responsibilities	Reason for Leaving _____

We may contact the employers listed above unless you indicate you do not want us to contact them.	DO NOT CONTACT Employer(s) _____ Reason _____
Please explain periods of unemployment.	
Dates (Mo & Yr)	Explanation
From _____ To _____	
From _____ To _____	
Other information/background relevant in assessing your qualifications for employment:	

Please read carefully before signing:

I certify that the information presented in this application form is true and complete. I understand that any false statements are sufficient cause for disqualification or, if hired, discharge. I give the Archdiocese permission to contact the references and employers listed except where specifically indicated to the contrary. I understand that the Archdiocese is exempt from State Unemployment and Disability programs. I understand that as a condition of employment, I must provide proof of my legal right to live and work in the United States in accordance with the Immigration Act of 1986. I further understand that this employment application is not a contract of employment and that I, or the Archdiocese, can terminate my employment at any time, with or without reasons. In addition, I understand employment may depend upon the results of physical and pre-employment tests.

SIGNATURE _____	DATE _____
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